

Frequently Asked Questions Management Supervisory Service MS-Schedule

Q: How come my salary increase does not equal 3.5%?

A: The MS schedule had many structural inconsistencies that were corrected through the application of Chapter 11b, Section 1131, which was passed by Council in January 2005, on how to increase salary structures. This method of calculating increase is consistent with other salary structures covered by the District Personnel Manual. Chapter 11b applies to the Career Service and Management Supervisory Service schedules.

Q: What caused the increases not to equal 3.5%?

A: The 3.5% increase was applied to steps 4 and 5 of each grade, and then the difference between the new salaries determined the step increment amount. This step increment amount was then used to create all other steps in a single grade on the schedule.

Q: What is going to be done if I did not receive a 3.5% increase?

A: If you received less than a 3.5% increase, a supplemental check will be issued at the end of the Fiscal Year for the amount of any difference that occurred between pay period 16 and 21.

For example, the table below outlines what will happen for an MSS employee at Grade 16, Step 1.

<i>Schedule</i>	<i>Annual Salary</i>	<i>% Difference</i>
Current Grade 16, Step 1	\$98,926	N/A
New MS-Schedule (effective July 10, 2005)	\$101,813	2.9%
What a 3.5% increase would total	\$102,388	3.5%

To determine the supplemental payment this employee would receive, calculate the difference between the annual salary at a 3.5% increase and the annual salary with the July 10 increase. In this example, the annual salary difference is \$575. That amount would then be prorated for 6 pay periods (of the 26 pay periods in a single year). Therefore, the gross supplemental would total \$132, before taxes.

Q: Will future increases have the same issue?

A: No, this corrects the pay structure's inconsistencies. Once a percentage increase is applied using the Chapter 11b method, all steps in the salary structure will receive the same structural increase.

Q: Are any other pay schedules under Chapter 11 experiencing the same issue?

A: No, only the MS schedule had structural issues that needed a resolution.